

6-15-1957

Board of Trustees Minutes, June 15, 1957

Eastern Washington College of Education

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Eastern Washington College of Education
MINUTES OF THE BOARD OF TRUSTEES MEETING
Saturday, June 15, 1957, 1:30 p.m.
Davenport Hotel, Spokane

The Board of Trustees of Eastern Washington College of Education met at one-thirty on June 15, 1957, at the Davenport Hotel, Spokane. The following were present: J. Harold Anderson, chairman, Mrs. R. R. Morrison and Mrs. Frank Laughbon, members, Dr. Don S. Patterson, president of the College, and Dr. W. W. Force, secretary.

MINUTES

The minutes for the meeting on May 2, 1957, were approved.

RESIGNATIONS

The following resignations were accepted:

Pauline Greear, clerk-typist, business office, as of May 31, including four days of accrued vacation.

Miriam Lassen, clerk, business office, as of June 11, including seven days of accrued vacation.

Eleanor Hughes, clerk, guidance center, as of June 30, including five and one-half days of accrued vacation.

Barbara Davidson, clerk, library, as of June 7.

Beulah Croskrey, clerk-typist, duplicating office, as of June 17, including seven days of accrued vacation.

Maxine Sprague, teaching assistant, pre-school center, at end of academic year.

Lynne C. Powell, campus school nurse, at end of academic year.

Phyllis Truscott, clerk, registry office, as of August 23, plus five days accrued vacation.

APPOINTMENTS

The following appointments were approved, as indicated:

Summer School

James E. Brooks, Sutton Hall director, at \$220 for the nine weeks

Ralph M. Walsh, assistant in audio-visual education, at \$25 per week for the seven weeks session

Arthur Biehl, organization and direction of summer music camp, one month's salary, \$567.

Clerical Staff

Mary Solis, clerk, duplicating office, at \$175 per month, as of May 13 (replacement)

Emily McIntyre, clerical library assistant, at \$250 per month as of June 17 (replacement and re-classification)

Barbara Wyman, clerk-typist, duplicating office, at \$185 per month as of June 3 (replacement)

Nancy Bracht, clerk, registry office, at \$175 per month, as of August 19 (replacement)

Lena Myers, clerk, business office, at \$97.50 (half-time) as of June 3 (Later: transferred to hourly basis)

LaVina Davis, clerk, business office, at \$86.50 (half-time) as of June 3

Instructional Staff

Glen Kirchner, BPE, University of British Columbia, M.S., graduate study, University of Oregon, assistant professor of physical education (replacing Ladas) at \$5500

Dr. Donald F. Pierce, A.B., M.A., Ph. D., University of Iowa, assistant professor of history, at \$5600 (second step on schedule), new position

James E. McKeehan, B.S., SE State College (Oklahoma), M.A., graduate study, University of Oklahoma, assistant professor of mathematics, at \$5600 (second step on schedule), new position

Glen E. Maier, B.S., State Normal and Industrial College (N.D.), M. Ed., University of Washington, near doctorate, University of Washington, assistant professor and director of guidance and counselling, at \$6844 on an eleven months^t basis (second step on schedule) new position

William Waddington, L.C.J. College, B. A., M. A., University of Washington, near doctorate, assistant professor of English composition, base pay of \$5400, new position

John O. Donahue, B.A., CWCE, M.A. and graduate work for doctorate, University of Oregon, assistant professor of education, supervisor of student teachers, \$5500 (first step on schedule) new position (Later: declined appointment)

Richard Reichert, A.B., Washburn University (Kansas), M.A., Columbia University, Teachers College, graduate work, Kansas State Teachers College and graduate clerical diploma, Military Clerical School, Kelly Field, Texas, instructor in business education, at \$4600 (replacement for Comer) (Later: declined appointment)

Charles F. Ray, B.A. in Ed., EWCE, graduate work, assistant in student personnel, at \$5200 on eleven months^t basis, new position

William Roffler, graduate assistant in athletics, at \$1200 per year (will be studying to finish his degree, replacing Frank Sarno)

ADJUSTMENT IN SALARY

The Board approved an adjustment in salary for Dr. E. Foster Arthur from \$5800 to \$6000 to correct an error in computation of credit for prior teaching experience

The Board approved the payment of \$646.56 to Mr. Francis J. Schadeegg for eighteen days of teaching service at Shoreditch Training College, where he is an exchange professor, beyond the number of days he would be required to teach at Eastern. This payment is based on \$35.92 salary per day at this college.

EXTENSION OF SERVICE BEYOND AGE 67

The Board approved the employment of Mr. John P. Gruber, clerk, library, for an additional year to August, 1958. Mr. Gruber was sixty-seven on May 22, 1957.

LEAVES OF ABSENCE

The Board approved the following leaves of absence:

W. W. Force, comptroller, military leave w/pay from July 8 to July 19, for two weeks active duty

T. T. Wall, supervisor of property and procurement, military leave w/pay from July 28 to August 11, for two weeks active duty

Elmer Tiedt, sick leave w/out pay for indefinite period from June 25, following vacation and sick leave accrued to that date.

Dr. Patterson reported that Miss Eva Myrle Johnson, on leave for the academic year, will return to her duties June 30 or later.

INSPECTION AND ACCEPTANCE OF HEATING PLANT

It was moved and seconded that Mrs. Hazel Laughbon be designated to inspect the heating plant and to accept it for the Board of Trustees. The acceptance date was set as June 15, 1957.

FALL FACULTY ORIENTATION MEETING

Dr. Patterson reported to the Board that the dates for the fall faculty orientation meeting have been set for September 12-13, with the theme for the conference, "Improving the General Education Program at Eastern." Dr. Ernest V. Hollis of the U. S. Office of Education is being invited as leader of the meeting. Dr. Patterson was instructed to write

to the Attorney General for an opinion on the legality of the college paying for housing for faculty if a faculty meeting is held off-campus, possibly in another state.

APPRAISAL OF PROPERTY

The Board instructed its chairman to draw up a letter of direction for college officers to follow in obtaining property appraisal of land which the college wishes to purchase.

INDUSTRIAL INSURANCE COVERAGE

Dr. Patterson read a letter from Dr. French, president of WSC, to the director of labor and industries in which he requested that the employees of WSC be declared to be engaged in extra-hazardous occupation. The following resolution was adopted by the Board of Trustees of EWCE with respect to similar action for its employees:

"RESOLVED, that President Don S. Patterson is hereby authorized to make application to the state Director of Labor and Industries for a determination that the occupation and work of all employees (both academic and non-academic) of the Eastern Washington College of Education is extrahazardous and under the Workmen's Compensation Act, Title 51, Revised Code of Washington, and to do all things necessary in connection with the presentation of such application and the securing of an appropriate insurance classification for such work and occupation, either on behalf of the Eastern Washington College of Education alone, or jointly with the other institutions of higher education of the State of Washington or any of them."

FEES IN CORRESPONDENCE AND EXTENSION

The Board approved the following changes in fees for both correspondence and extension:

Extension

Raise fees to \$6.00 per credit hour
Pay instructors \$75 per credit hour within 50 mile radius of campus, and \$85 per credit hour for 51 miles or more
Increase mileage from 6¢ to 7¢ per mile, as of July 1, 1957

Correspondence

Raise fees to \$6.00 per credit hour
Pay instructors \$4.00 per credit hour upon student completion

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EXCHANGE OF MINUTES

The desirability of the three colleges of education exchanging minutes of their board meetings was discussed, and Dr. Patterson was instructed to place this item on the agenda for the joint board meeting on July 13.

REVISION OF SALARY SCHEDULE FOR 12-MONTH EMPLOYEES

The attached revision of salary schedules for the various classifications of clerical, maintenance and dining hall employees was approved, effective July 1, 1957.

SIGNATURES ON VOUCHERS

The following signatures were authorized on state appropriation vouchers, with the following provisions:

" at least one member of the Board and the President or the comptroller must sign vouchers against operations and the President and Comptroller must sign salary pay-rolls."

J. Harold Anderson, chairman
Hazel Laughbon, member
Zelma R. Morrison, member
Don S. Patterson, President
W. W. Force, comptroller

RENTAL ON MARRIED STUDENT COURT UNITS

The board approved an increase in rental on units of the married student court to \$42.50, retroactive to September 1, 1956.

RELEASE UNDER POLICY FOR LOSS BY THEFT

It was moved and seconded that the chairman sign the proof of loss and release of loss amounting to \$261.25, taken from the office of the director of athletics. Motion carried.

INFORMATION

Dr. Patterson informed the board that he had received a letter from the State Board of Education approving the teacher-education program of EWCE for the coming academic year.

Dr. Patterson also informed the board of the critical need, as enrollment increases, for additional classrooms and office space. He discussed the possibility of converting the old Union Building, Ratcliffe House, to classrooms and offices. The president was authorized to study

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The president reported that the College Community Concert Series will be continued for next year under the supervision of the regular lyceum committee, with representatives from the community, Mrs. J. P. Caldwell, Mrs. Mark Ratcliffe, Mrs. Binna Dummeier, and Mrs. Ella Frost, serving on the committee.

It was reported that the college had received \$1875 from the Boone Foundation as its semi-annual income.

Dr. Patterson reported that Dr. Jesse Sewell, Lincoln County Health Officer, has accepted membership on the Advisory Council on Teacher Education.

It was reported by the president that James E. Brooks has completed his doctorate at the University of Washington.

Dr. Patterson reported that the following vacancies still exist on the faculty for next year:

- Supervisor of student teachers
- Sociology
- American and Western History
- European and the Far East History
- Economics
- Chemistry
- Fourth Grade Critic Teacher
- Sixth Grade Critic Teacher

Twelve positions have been filled.

Dr. Patterson extended a special invitation to the board members to attend the Conference on Higher Education (Pacific Northwest) to be held at the College of Puget Sound, Tacoma, July 11-13.

AGENDA FOR JOINT BOARD MEETING

The board suggested that the following items be included on the agenda for the joint board meeting on July 13:

- Liability insurance
- Exchange of minutes
- Question of faculty orientation meetings off-campus

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DATE OF NEXT BOARD MEETING

The next meeting of the Board of Trustees will be a breakfast meeting at 8:00 a.m., at the Bellingham Hotel, Bellingham, on July 13. A meeting of the joint board will be held on the same date following the meeting of the board of trustees, at the Administration Building, WWCE.

ADJOURNED

The meeting adjourned at 4:30 p.m.

APPROVED

J. Harold Anderson
J. Harold Anderson, Chairman

Don S. Patterson
acting Secretary

W. W. Force, Secretary

Salary Schedule Revisions, as approved by the Board of Trustees, June 15, 1957

Clerical Personnel

Positions	Current Monthly & Annual Schedule	Revised Monthly & Annual Schedule
Chief Clerk	\$(235) 2820 - (305) 3660	\$(250) 3000 - (365) 4380
Library Clerk		(250) 3000 - (365) 4380
Senior Secretaries	(235) 2820 - (305) 3660	(250) 3000 - (350) 4200
Junior Secretaries	(200) 2400 (220) 2640 - (265) 3180	(210) 2640 (235) 2820 - (325) 3900
Clerk-Typists	(185) 2220 - (265) 3180	(200) 2400 - (275) 3300
Clerks	(175) 2100 - (250) 3000	(195) 2340 - (260) 3120
Cashier	(185) 2220 - (265) 3180	(225) 2700 - (300) 3600
Assistant Cashier	(175) 2100 - (250) 3000	(195) 2340 - (260) 3120
College Printer		(350) 4500 - (450) 5400

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Salary Schedule Revisions as approved by the Board of Trustees, June 15, 1957
Cafeteria Personnel

Position	Current Schedule	Revised Schedule
Head Cook	\$200-220	\$220-250
1st Asst. Cook	175-200	195-230
2nd Asst. Cook	175-195	195-225
General Helper to 1st Asst. Cook	165-175	180-200
Salad Cook	165-180	180-205
Asst. Breakfast & Lunch Cook	170-175	185-200
Head Pastry Cook	195-200	215-235
Asst. Pastry Cook	185-190	205-215
Apprentice Pastry Cook	165-180	180-205
Relief Worker Bakery & Dining Dishroom Worker Early shift	170-180 165-180	185-205 180-205
Dishroom Operator	165-180	180-205
Dining Room Worker	165-185	180-200
Relief Worker-kitchen	170-180	185-205
Storeroom man	200-250	220-285
Rest Relief Worker	160-170	175-195
Counter Worker & Office	175-185	195-210
Cashier	-----hourly-----	
Assistant Cashier	-----hourly-----	

Salary Schedule Revisions, as approved by the Board of Trustees, June 15, 1957
Maintenance Personnel

Positions	Current Schedule	Revised Schedule
<u>Heating Plant</u>		
Chief Engineer	\$4500-5400	\$4800-5800
Electrician	3600-4500	3800-4700
Plumber	3600-4500	3800-4700
Fireman	3000-4200	3300-4400
<u>Maintenance</u>		
Building Superintendent	4500-5400	4800-5800
Carpenter	3000-4200	3600-4610
Painter	3000-4200	3600-4610
<u>Grounds Department</u>		
Grounds Foreman	4200-5400	4800-5800
Gardener	3300-3600	3300-4010
Groundsman	2700-3300	3000-3710
Laborer		2400-3300
Nightwatchman	3000-3600	3300-4000
Truck Driver	2700-3300	3000-3710
<u>Building Service</u>		
Building Supervisor	3300-3900	3600-4300
Custodian	3000-3720	3300-4130
Janitor	2400-3420	2700-3600
<u>Housekeeping Department</u>		
Head Housekeeper	3000-3600 ML	3400-4000 ML
Janitress	2400-3300	2700-3600
Housekeeper	2400-2700	2600-3300
Maid	2100-2400	2400-3000